



## MINUTES OF VILLAGE BOARD MEETING

**DATE:** Tuesday, July 20, 2021

**TIME:** 6:30pm

**LOCATION:** Combined Locks Civic Center  
Council Chambers, 405 Wallace Street

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### MINUTES

- A. Call to order:** Meeting called to order at 6:30pm by Village President Neumeier
- B. Pledge of Allegiance:** Pledge recited
- C. Roll call:** Board members present – Neumeier, Schinke, Krueger, Ponto, Rietveld, and Stutzman. Board members absent – Vander Zanden. Village staff present – Administrator Shampo-Giese and Public Works Director Swick. Also present – Circuit Court Judge Mark Schroeder, and residents Victor DeBruin, David Casper, Lori Goffard and Matt Drawenek.
- 1. Public comment for matters not on the agenda:** None
  - 2. Review and consider approval of minutes & bills:** J. Ponto made a motion to approve the minutes. M. Rietveld seconded the motion, and it passed unanimously. B. Schinke made a motion to approve the bills. J. Ponto seconded the motion, and it passed unanimously.
  - 3. Administrator, Police (LES) and Public Works Director Reports:** The Administrator and Public Works Director highlighted some of the activities happening in their respective departments. The reports were then accepted and are available for review in the Clerk's Office.
  - 4. Review and consider action on request from property owners of 114 and 116 Green Way Drive to relocate their fence and have the Village install a ground-level drain cover on an easement:** The property owners of 114 and 116 Green Way Drive, Lori Goffard and Matt Drawenek explained that they feel that the condition of the easement on their property is unsafe, and someone running through their property might get hurt. They also believe that the riprap on the easement is unnecessary and should be replaced with dirt and grass. Public Works Director Swick explained that the Village has a utility easement on the property, and a storm pipe runs along the east side of it. The storm pipe drains an estimated 900' of storm water from properties in the Green Way Village Subdivision. He also explained that Outagamie County has right of way in this area. The matter was discussed. The recommendation to the property owners was to speak with a representative of Outagamie County Highway Department about what can be done with the riprap on this property and to continue to speak with the Village's Public Works Director about regrading and seeding the easement instead of the riprap. It was specifically noted that any change in the topography of the easement must still allow for proper storm water drainage.
  - 5. Review and consider approval of certified survey map to divide duplex property at 524 and 526 Coonen Drive:** The Administrator reported that the Plan Commission reviewed the CSM at its 07/07/21 meeting and recommends approval with the conditions that the property owners install a separate water lateral from the house to the water main and that all taxes and special assessments are paid in full. The matter was discussed briefly.

T. Stutzman made a motion to approve the CSM with the stated conditions. B. Schinke seconded the motion, and it passed unanimously.

- 6. Review and consider approval of amendment to Ordinance Section 13-1-143 Business Park Zoning:** The Administrator reported that the Plan Commission has requested this ordinance language change to consider restaurants with drive through lanes as a special exception in the Locks Business Park. The matter was discussed. Trustees noted that consumer habits and expectations have changed since the original ordinance language was drafted and approved, and this amendment allows for some flexibility in the development of the Locks Business Park. J. Krueger made a motion to approve the amendment to Ordinance Section 13-1-143. J. Ponto seconded the motion, and it passed unanimously.
- 7. Review annual TID reports:** The Administrator reviewed the annual reports for TID 2 and TID 3. The tax increment available in TID 2 will be used to reconstruct Prospect and State Streets in 2022 or 2023. The tax increment expected to be available in TID 3 will be used to reimburse the developer and Village for infrastructure costs and as incentive for future development.
- 8. Hear summary of HOV Metropolitan Sewerage District meeting from 06/30/2021:** The Village President invited David Casper to speak on behalf of HOVMSD. Mr. Casper provided a summary of the capital projects being undertaken by HOVMSD and how the cost will affect the member municipalities; specifically with an expected rate increase. The Administrator then reminded the trustees of the updates to the sanitary sewer ordinance that were put on hold until after HOVMSD provided a report on its capital projects. She explained that the 2022 Sanitary Sewer Budget will include investigation of each of the basins to determine the source of high ammonia and BOD discharge. This will then lead to the trustees' discussion to impose a surcharge for certain customers with high concentrations of ammonia and BOD or other concentrated effluent. The Administrator also reported that she believes the Village's current sewer user rates can absorb the HOVMSD's rate increase without an increase to the Village sewer user rates, and budgets will be drafted with the goal to maintain the current rates.
- 9. Review and consider approval of operator's license for J. Thiel and N. Versteegen:** The license applications were reviewed. T. Stutzman made a motion to approve the operator licenses as presented. J. Ponto seconded the motion, and it passed unanimously.
- 10. Adjourn:** J. Ponto made a motion to adjourn the meeting at 7:50pm. J. Krueger seconded the motion, and it passed unanimously.